



Mungindi Central School

2022 Support Staff

Expression of Interest – Temporary/Casual Position

Please Note: this is an EOI and does NOT mean an offer of work is a certainty. Names will be entered into a database and work offered as positions become available.

Applications must be either delivered to the school office or emailed to;

mungindi-c.school@det.nsw.edu.au by 3pm, Friday December 3rd, 2021.

First Name _____ Family Name _____
Address: _____ Postcode _____
Contact Phone No _____ Applicant identifies as Aboriginal - Yes No

Applicants MUST have a current *Working With Children's Check* [WWCC] and proof of full vaccination status

WWCC Number: _____ Expiry Date: ____ / ____ / ____

Date of 2nd Covid Vaccination: ____ / ____ / ____

I would prefer to be considered for FULL-TIME work in 2022

I would prefer to be considered for PART-TIME work in 2022

Please circle number of days preferred: 1 / 2 / 3 / 4

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I am applying for the following position/s:

- School Administration Manager [SAM]
- School Administration Officer [SAO]
- Aboriginal Education Officer [AEO]
- School Learning Support Officer [Preschool]
Applicants MUST HAVE a minimum qualification of Cert III in Early Childhood Education and Care or equivalent
Relevant qualifications to support this position
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- School Learning Support Officer [SLSO]
Preferred area;
____ No Preference
____ Kindergarten to Year 6
____ Junior Sec [Year 7 – 10] Senior Sec [Year 11 and 12]
- Technical Support Officer [TSO]
- General Assistant [GA]

Please prepare and attach an Expression of Interest including your Resume (2 pages), focusing on qualities, experience and skills you bring to Mungindi Central School in 2022.

In your resume, please include evidence of;

- Current and previous position/s, including roles and responsibilities and any additional skills relevant to working in a school.
- Professional/Personal Learning you have participated in that would support your role at MCS.
- Willingness to actively be a part of multiple teams, take on additional roles and work in complex and demanding circumstances in a culture of high expectations.
- Contact details of two referees.

CHECKLIST

- I have attached my resume.
- I am willing to undertake multiple roles around the school as needed or determined by the Principal, such as in the office, classroom etc.

I look forward to your EOI,
Regards

Wendy Blaker

Wendy Blaker
Principal
Mungindi Central School

23/11/2021

School Administration

School Administration Manager

School administrative managers (SAMs) are part of the school administrative and support team in all our schools. As a SAM you would assist the principal in planning and maintaining school routines and are responsible for the efficient management of the school financial and administration functions.

Your role would also involve supervising school administrative officers and promoting training opportunities.

School Administrative Officers

The school administrative officer (SAO) may be the first person to greet you when you arrive at a school. As a SAO you would support the principal and your supervisor (SAM) to maintain school routines.

Your responsibilities would include:

- assisting in the school library, science or home science areas,
- operating and maintaining classroom and office equipment, and
- undertaking an administrative role in the school office or reception area.

After appropriate training, you can also volunteer to administer first aid or prescribed medications to students.

Classroom Support

School Learning Support Officers

School learning support officers, under the supervision and direction of a teacher, assist in classroom activities, school routines, and the care and management of students with special needs.

Generally, their role includes assisting teachers in school to:

- implement individual education programs (IEPs)
- provide opportunities for students to develop personal, social, independent, living and pre-vocational skills
- attend to the personal care needs of students, and
- operate audio-visual aids, duplicating, issuing learning materials and clerical duties.

There are several types of school learning support officer roles; including general school learning support officers, school learning support officer (pre-school), school learning support officer (braille transcriber), school learning support officer (sign interpreter), and school learning support officer (ethnic).

Aboriginal Education Officers

Aboriginal Education Officers (AEOs) work in schools where significant numbers of Aboriginal students are enrolled.

They work closely with teachers to develop culturally appropriate resources and programs.

They promote Aboriginal education, encourage students and support parents.

AEOs work with teachers to assist Aboriginal students achieve their potential and keep the Aboriginal community informed of students' progress and achievements, and of things like parent meetings, school activities, new programs and other changes.

AEOs provide role models for Aboriginal students and have a positive impact on helping them achieve their potential.

Other Supporting Roles

General Assistants

General assistants are employed in all our schools to maintain school playing fields, gardens and lawns and, receipting and distributing stores. General assistants support student learning by:

- preparing and maintaining equipment
- preparing materials and constructing teaching aids
- undertaking minor maintenance of building, plant and equipment
- receiving and distributing stores and goods delivered to the school.
- maintaining and caring for school grounds.